

# Loutit District Library

## Job Description

**Job Title:** Library Aide I - Circulation

**Reports to:** Library Assistant II - Circulation Team Lead

**Job Summary:**

*The position of Library Aide I – Circulation is a paraprofessional position. Under the supervision of the Library Assistant II - Circulation Team Lead, this position is responsible for checking in, sorting, and shelving library materials, and maintaining all items of the collection in good order.*

**Primary Responsibilities:**

- Responsible for emptying book drops, and the inspection, check in, and sorting of library materials.
- Shelves all library materials in alphabetical, chronological, or numerical order.
- Ensures that collections are in order through regular shelf-reading. Maintains shelved books to ensure accuracy and proper placement.
- Straightens, shifts, and edges collections as a routine part of shelving.
- Picks up loose items, including books and toys left on tables, carts, shelves, or the floor and returns them to their proper place.
- Delivers curbside requests to patrons.

**Secondary Responsibilities:**

- May assist with photocopying, mailings, answering phone calls, and data entry.
- Participates in staff meetings and training.
- Performs other duties as assigned.
- Provides customer service support as needed.

**Knowledge, Skills, and Abilities:**

- Ability to read numbers and letters rapidly and accurately.
- Ability to place items in alphabetical, chronological, and numerical order.
- Familiarity with Microsoft Office, Google Suite, digital services, and devices.
- Ability to learn the library software.
- Ability to meet deadlines and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to others through verbal, written, and visual communication.
- Strong customer service skills and patience with users.
- Knowledge of alphabetical and numerical order and the ability to implement in library use.

**Requirements:**

- Must be 14 years of age or older to comply with employment law.
- Minors must provide an employment certificate issued from their school, or a GED.
- Flexible schedule including evenings and weekends.

**Physical Requirements:**

- Ability to lift, carry, and transport up to 30 pounds.
- Ability to shelve or retrieve books through bending and reaching.
- Ability to retrieve library materials from all heights of shelves and access all locations in the library.
- Ability to enter and access information on a computer.
- Deliver curbside requests to patrons' vehicles.

**Working Conditions:**

- Climate-controlled building. May work off campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

**Reporting Relationship:**

Reports to Library Assistant II - Circulation Team Lead. In absence of that person, reports to the Person in Charge.

*The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Approvals:**

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Library Director Date approved Date reviewed

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District Library Board Date approved Date reviewed